

Chief, Management Staff

2 August 1956

Chief, Records Management Staff

Weekly Report - Week Ending 2 August 1956

1. A review of the mail control system in the office of the DD/S has been completed. As a result the method used to follow up on incomplete assignments in the DD/S area has been revised to eliminate 3 typewritten pages each week and a standardized format for preparation of future follow up listings on incomplete assignments has been adopted.

2. The Office of the Comptroller advises that as a result of the reports management program they have been able to recently revise the confidential funds status report substantially. Report is now produced 5 days earlier and over 70 pages have been eliminated from this monthly report with a savings of 150 man hours each month.

3. As a result of assistance given to the Security Office by Mr. [REDACTED] of this staff, they have been able to remove from file the badges of all separated Agency employees. This will provide 40% space for future expansion of the file.

4. A purchase order for 10,800 special folders costing \$510 was cancelled as the result of a new system that we are in process of installing in the contract files of the Procurement Division.

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MgtS/RMS/[REDACTED]:pat (8/2/56)

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